



Proposed course outline	ICB Computerised Bookkeeping
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Dear learner / facilitator

Welcome to the ICB **Computerised Bookkeeping** learning area. Please note the following:

This learning area is designed to show learners how to take the manual bookkeeping process that they have learnt in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns, and complete it using computer tools. The tools that will be used are MS Office (MS Excel, MS Word, MS PowerPoint) and Pastel Partner V14.

It is presumed that candidates are well acquainted with MS Office. This is a distinct prerequisite for entry into this learning area. Every learner should have access to MS Office outside of the classroom.

Please note that the ICB is assessing computerised bookkeeping. EDGE Learning Media is supplying learners with the necessary tools to complete the assessment and has elected to use MS Office and Pastel Accounting as the tools to show learners how to complete the ICB assessment.

The training provider should assist learners with access to the hardware and/or software in cases where there is a distinct need for these.

Please take note of the following:

1. This learning area is divided into two parts:
 - a. Computerised bookkeeping package component
 - b. ICB assessment workshop component:

2. The recommended textbook for this learning area is:

Computerised Bookkeeping – Pastel Accounting, ISBN: 978-1-77586-143-0

Please note that the ICB assessment will include questions about MS Office as well, so it is important for the learner to be competent in this computer package. Thus EDGE Learning Media also recommends the following book to help learners prepare for the ICB assessment:

Computerised Bookkeeping – Office Computing, ISBN: 978-1-77586-141-6

3. Learners that are literate in the basics of computing and MS Office **but** illiterate in a computerised bookkeeping package need to attend the learning area from the beginning.

4. Learners that are literate in the basics of computing and MS Office **and** literate in a computerised bookkeeping package need to only need to attend the last 12 hours of the learning area.

5. All ICB courses will be assessed as follows

A Portfolio of Evidence (PoE) which will include the following:

- 3 formative activities
- 2 formative evaluations
- Summative Assessment (Exam)

The structure of the computerised bookkeeping assessment is as follows:

Activity 1		
Q1	The monthly bookkeeping cycle on Microsoft Office	
Evaluation 1		1 hour 30 minutes
Q1	15 MCQ on Microsoft Office and the monthly bookkeeping cycle on Microsoft Office	30 Marks
Q2	Theory question on Microsoft Office and the monthly bookkeeping cycle on Microsoft Office	20 Marks
Activity 2		
Q1	A computerised bookkeeping activity	
Evaluation 2		1 hour 30 minutes
Q1	15 MCQ on computerised bookkeeping	30 Marks
Q2	Theory question on computerised bookkeeping	20 Marks
Activity 3		
Q1	The monthly bookkeeping cycle on a computerised bookkeeping package	
Summative Assessment		3 hours 30 minutes
Q1	25 MCQ on Microsoft Office and computerised bookkeeping	75 Marks
Q2	Theory question on Microsoft Office and the monthly bookkeeping cycle on Microsoft Office	25 Marks
Q3	Theory question on a computerised bookkeeping package and the monthly bookkeeping cycle	30 Marks
Q4	Theory question on Microsoft Office, Microsoft Outlook and the Internet	50 marks

6. The five formative assessments will be assessed as a whole and will contribute 30% to the final mark. The final summative assessment (examination) will contribute the remaining 70%. In total, the learner needs to score **at least 60%** to be found competent. However, there is a sub-minimum of 50% for the summative assessment component only. For further information, please refer to the ICB's Assessment Policy available at: www.icb.org.za.

7. The learner will only receive the ICB Portfolio of Evidence (which includes the Formative Activity Question Paper Book as well as the Formative Activity Answer Book) upon successful registration for assessment with the ICB.
8. The formative activities need to be completed in the Formative Activity Answer Book, and the formative evaluations and summative assessment will be completed in answer books provided on the assessment dates. These answer books must be inserted in the PoE. All six assessments have to be completed **in the learner's own handwriting** (unless otherwise instructed), using blue or black ink in all instances. Typed versions will not be accepted. Also note that correction fluid (Tipp-Ex) of any nature is strictly prohibited.
9. Please note that class attendance is compulsory. However, should the learner not be able to attend any of the sessions listed below, he or she should inform the facilitator as soon as possible. Should the learners fail to attend a session during which one of the two formative evaluations is due to be written, it will be the learner's responsibility to contact the course coordinator to reschedule such an assessment. It is not the duty of the facilitator to schedule supplementary assessments. In most cases, a supplementary assessment will have to be scheduled during normal working hours. The details of the course coordinator are:

Name: Believers Care Society	Tel no: 0114341894
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Computerised bookkeeping package (Pastel) component – 20 hours			
Sessions (Two hours per session)	Date	Topic	Learning Modules
1		<ul style="list-style-type: none"> • Installation and registration of Pastel Partner V14 • Pastel language and navigation 	LM 1, LM 2
2		<ul style="list-style-type: none"> • Creating and setting up a company in Pastel Partner V14 • Create and maintain general ledger accounts 	LM 3, LM 4
3		<ul style="list-style-type: none"> • Create and maintain supplier accounts 	LM 5
4		<ul style="list-style-type: none"> • Create and maintain customer accounts 	LM 6
5		<ul style="list-style-type: none"> • Create and maintain inventory items 	LM 7
6		<ul style="list-style-type: none"> • Take on balances and journals 	LM 8
7		<ul style="list-style-type: none"> • Supplier processing 	LM 9
8		<ul style="list-style-type: none"> • Customer processing 	LM 10
9		<ul style="list-style-type: none"> • Cash book, petty cash and journal processing 	LM 11
10		<ul style="list-style-type: none"> • Month end procedures and year end procedures 	LM 12, LM 13
Learners will have to work through the manual. They should feel competent on a computerised bookkeeping package.			
The ICB registration <i>must</i> be submitted at the start of the second week to ensure learners receive their PoEs timeously.			

ICB assessment workshop component – 12 hours		
Sessions (Two hours per session)	Date	Topic
1		<ul style="list-style-type: none"> • New learners may join the learning area at this point. It is imperative that new learners are registered with the ICB to ensure that they receive their PoEs <i>prior</i> to attending the workshop • Refer to the file on the CD that accompanies the textbook – Letsema Furnishers on Microsoft Office. Learners must work through the document that outlines the completion of the monthly bookkeeping cycle on Microsoft Office. • Learners must be tasked with completing Formative Activity 1.
2		<ul style="list-style-type: none"> • Learner must submit Formative Activity 1. • Learners must write Formative Evaluation 1. • Learners should receive feedback on Formative Evaluation 1.
3		<ul style="list-style-type: none"> • Complete Cape Seas Seafood Suppliers CC on Pastel Accounting. • Learners must be tasked with completing Formative Activity 2.
4		<ul style="list-style-type: none"> • Learners must submit Formative Activity 2. • Learners must write Formative Evaluation 2. • Learners should receive feedback on Formative Evaluation 2.
5		<ul style="list-style-type: none"> • Refer to the file on the CD that accompanies the textbook – Letsema Furnishers on Pastel Accounting. Learners must work through the document that outlines the completion of the monthly bookkeeping cycle on Pastel Accounting. • Learners must be tasked with completing Formative Activity 3.
6		<ul style="list-style-type: none"> • Learners must continue with Letsema Furnishers on Pastel Accounting. • Learners must be tasked with completing Formative Activity 3. <p>Learners will write their assessment on a scheduled ICB assessment date at an approved ICB assessment centre. Learners must be advised that they must bring their PoE to the assessment centre. After completing their summative assessment, learners must include their completed Summative Assessment Answer Books in their PoE and submit it to the invigilator. This ICB PoE is for assessment by the ICB National Assessor and must be 100% complete. In particular, the invigilator should check that the following is included:</p> <ul style="list-style-type: none"> • Completed PoE Administration Book • Completed Formative Activity Answer Book • Completed Formative Evaluation 1 Answer Book • Completed Formative Evaluation 2 Answer Book • Completed Summative Assessment Answer Book • Additional items listed under '2.1 PoE checklist' in the ICB PoE Administration Book

IMPORTANT NOTICE

DURATION- 3 MONTHS

PRE-QUALIFICATION: GRADE.11 IS REQUIRED